

CALSTARS PROCEDURES MANUAL
VOLUME 2
TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
I	INTRODUCTION	I-1
II	SYSTEM PROCESSING SCHEDULE AND CYCLE	II-1
	System Availability	II-1
	CALSTARS Processing Schedule	II-3
	CALSTARS Processing Cycle	II-6
	Report Output	II-9
III	CALSTARS CLIENT SERVICES	III-1
	Client Support Unit	III-1
	System Support, Training and Information Coordination Unit	III-3
	Technology Support Unit	III-7
IV	TABLE MAINTENANCE CODING PROCEDURES	IV-1
	Table Maintenance Activity Log	IV-2
	Table Processing	IV-2
	Table Maintenance Functions	IV-5
	Generate Table Entry Procedures	IV-11
IV-AS	APPROPRIATION SYMBOL TABLE	IV-AS-1
IV-BS	BUDGET SEQUENCE TABLE	IV-BS-1
IV-CA	COST ALLOCATION TABLE	IV-CA-1
IV-DT	DESCRIPTOR TABLES	IV-DT-1
IV-IC-	INDEX CODE TABLE	IV-IC-1
IV-OC	ORGANIZATIONAL CONTROL TABLE	IV-OC-1
IV-PA	PROGRAM COST ACCOUNTING TABLE	IV-PA-1
IV-PC	PROJECT CONTROL TABLE	IV-PC-1
IV-VE	VENDOR EDIT TABLE	IV-VE-1
V	PROGRAM COST ACCOUNTING	V-1
	Overview	V-1
	Accounting Classification	V-1
	Cost Allocation	V-2
	Fund Distribution (Split)	V-3
	Cost Allocation Guidelines	V-6
	Tables Affecting the Cost Allocation Process	V-7
	Month-end Processing: Sequence of Events	V-8
	Reporting	V-10

CALSTARS PROCEDURES MANUAL
VOLUME 2
TABLE OF CONTENTS (CONTINUED)

<u>CHAPTER</u>	<u>PAGE</u>
VI-1 LABOR DISTRIBUTION-INTRODUCTION	VI-1-1
Overview	VI-1-1
System Options	VI-1-3
Descriptor Tables Used in Labor Distribution	VI-1-8
Monthly Labor Distribution Process Schedule	VI-1-8
System Features	VI-1-9
Account Definitions	VI-1-12
VI-2 LABOR DISTRIBUTION CONTROL TABLE-ACTUALS COSTING	VI-2-1
VI-3 EMPLOYEE MASTER TABLE-ACTUALS COSTING	VI-3-1
VI-4 LABOR DISTRIBUTION-TIMESHEETS	VI-4-1
Preliminary Steps Required to Use the Timesheet Process	VI-4-2
Steps in the Monthly Timesheet Process	VI-4-7
Timesheet Table Maintenance	VI-4-12
VI-5 LABOR DISTRIBUTION-ADJUSTMENT TIMESHEETS	VI-5-1
Constraints in Performing Timesheet Adjustments	VI-5-3
Entering Adjustment Timesheets	VI-5-3
Adjustment Timesheet Table Maintenance	VI-5-5
Adjustment Payroll Table Maintenance	VI-5-16
Payroll Adjustment Process Description	VI-5-22
VI-6 LABOR DISTRIBUTION-PROCESSING, REPORTS AND RECONCILIATION	VI-6-1
Labor Processing	VI-6-1
Reports Generated by the Labor Distribution Process	VI-6-16
Reconciliation	VI-6-34
VI-7 LABOR DISTRIBUTION-OTHER LABOR COSTING OPTIONS ^{1/}	VI-7-1
Standards Costing Option	VI-7-1
Combination/Override Features	VI-7-20
CTE/CTO Reserve Accounts, Add-ons and Other Paid Leave Reserves	VI-7-23
VI-8 LABOR DISTRIBUTION- AN EMPLOYEE GUIDE TO TIMESHEET PREPARATION ^{1/}	VI-8-1

^{1/} Available by special request only.